

THE TULALIP TRIBES
TGO/QCC/BINGO
Job Description

JOB TITLE: Bingo Floorworker

POSITION NUMBER: ON GOING

NOTE: . Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION:

- ☐ High School diploma or GED equivalent preferred.
- * If applicant does not meet this requirement, employer will allow 6 months from date of hire to meet this job requirement, as a condition of employment.

SKILLS:

- ☐ Good math skills. (Test required passing with 80%).
- ☐ Must have good customer relation skills.
- ☐ Must have neat and clean appearance.
- ☐ Must have friendly attitude and enjoy working with the public.

EXPERIENCE:

- ☐ Minimum of six (6) months cash handling experience.
- ☐ Minimum of six (6) months experience working with the public.

OTHER REQUIREMENTS:

- ☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
- ☐ Must attend mandatory guest service training.
- ☐ Must be flexible to work both Casino sites, the "New" Tulalip Casino and the Quil Ceda Creek Casino.
- ☐ Must be able to obtain a Class II certification, and be licensed, with the Tulalip Tribal Gaming Agency.
- ☐ Must be able to work any shift assigned to include days, swing, grave, weekends, and/or holidays.
- ☐ Must have successful employment history with Tulalip Tribes and/or other employment entities

Physical Characteristics and/or Prerequisites:

- ☐ Manual and finger dexterity for handling paperwork and money.
- ☐ Ability to stand and walk for and extended length of time.
- ☐ Tolerance to work in a smoke filled environment.
- ☐ Stamina to perform repetitious work.
- ☐ Mobility to bend and stoop.
- ☐ Mobility to reach overhead to retrieve storage items.
- ☐ Strength to lift up to 20 pounds on an occasional basis.

Tribal Department: Bingo

Employee Classification: Non-exempt

Job Summary: Handles card sales and prize payouts. Records accurately the receipts of winners.

Employee Reports To: Bingo Session Supervisor or designee

Extent of Job Authority: To sell cards in accordance with Bingo department policies and procedures.

Specific Duties Performed:

1. Handles the sale of cards, flimsies and other merchandise as directed.
2. Makes prize payouts.
3. Properly receipts and records winners.
4. Checks daily work schedule to see what color section he/she will be stationed at during shift.
5. Explains and is knowledgeable of all games that are played within the Bingo parlor.
6. Sells Early Bird blackouts and reconciles envelopes with the cash.
7. Reconciles Lucky 7 numbers in same manner as Early Birds.
8. Brings discrepancies to the attention of supervisors.

9. Remains on the floor during shift, with the exception of breaks and lunch.
10. Fills the coffee urns in kitchen.
11. Verifies and “bingo” that is called matching receipt with cards played and the date played.
12. Is responsible for keeping Bingo tables clean and free of garbage, trays, pulltabs, etc.
13. Responsible for bagging and discarding of garbage bags.
14. Responsible for keeping customers satisfied by serving coffee etc.
15. Responsible for displaying a good attitude to all that play at Tulalip Casino-Bingo.

Terms of Employment: This is a Regular Part-time position requiring at least 20 hours per week or 1040 hours per year.

Pay Range: \$9.48 per hour

Opening Date: ON GOING

Closing Date:

Please return your completed application and required documents to the Tulalip Casino Receptionist by the closing date and time. * Required documents must be submitted prior to interviewing.